

HAWTHORNE PUBLIC SCHOOLS  
HAWTHORNE, NEW JERSEY  
BOARD OF EDUCATION  
Reorganization Meeting  
January 6, 2026  
7:00 P.M.

**MEETING CALLED TO ORDER:**

**Time:** 7:00 p.m.

**PUBLIC PORTION OF MEETING BEGINS:**

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Herald News, The Record, and filed with the Clerk of the Borough of Hawthorne.

**FLAG SALUTE:**

**MEETING REGULATIONS:**

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, the meeting is open to the public for the purpose of addressing items listed for approval on this agenda only. The second opportunity occurs just prior to adjournment, when citizens may address any subject matter that is pertinent to and/or directly related to the operation of the school district.

Persons wishing to speak must upon being recognized, rise, state their name, address and subject matter. Comments and questions shall be addressed to the Board President or the presiding officer and shall be limited to five minutes per person. The Board may (or may not) respond to issues raised by members of the public at the time they are raised, but will provide a response if and when appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Please note that the Board will not respond to comments regarding students or board employees in light of the privacy rights held by those individuals. Moreover, the Board discourages comments about such individuals, and will not be responsible for such comments. Members of the public who choose to speak during this public session should carefully consider their comments, since they could be held personally liable for any statements they make.

Finally, please note that in accordance with District Policy the Board will not officially comment or respond to any matter mentioned unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

**ROLL CALL - OUTGOING BOARD OF EDUCATION:**

| ROLL CALL:           | PRESENT | ABSENT | Time of arrival after meeting has been called to order. |
|----------------------|---------|--------|---------------------------------------------------------|
| Joseph Carr          | X       |        |                                                         |
| Alex Clavijo         | X       |        |                                                         |
| Michael Doyle        |         | X      |                                                         |
| Jennifer Ehrentraut  | X       |        |                                                         |
| Abigail Goff         | X       |        |                                                         |
| Erica Mulkey-Koltzan | X       |        |                                                         |
| Anthony Puluse       | X       |        |                                                         |
| Gisselle Vega        | X       |        |                                                         |
| Marco Totaro         | X       |        |                                                         |



Mrs. Vicale relinquishes the chair to the newly elected President.

**R5. ELECTION OF VICE-PRESIDENT**

President Totaro calls for nomination for Vice-President:

Ms. Ehrentraut nominated Erika Mulkey-Koltzan for Vice President, seconded by Mr. Clavijo.  
There were no other nominations.

**Board of Education Roll Call Vote**

*Moved by Ms. Ehrentraut, seconded by Mr. Clavijo*

|                | <u>Mr.<br/>Carr</u> | <u>Mr.<br/>Clavijo</u> | <u>Ms.<br/>Ehrentraut</u> | <u>Mrs.<br/>Goff</u> | <u>Ms.<br/>Mulkey-<br/>Koltzan</u> | <u>Mr.<br/>Puluse</u> | <u>Mrs.<br/>Spohn</u> | <u>Dr.<br/>Vega</u> | <u>Mr.<br/>Totaro</u> |
|----------------|---------------------|------------------------|---------------------------|----------------------|------------------------------------|-----------------------|-----------------------|---------------------|-----------------------|
| <b>Motion</b>  |                     | 2                      | 1                         |                      |                                    |                       |                       |                     |                       |
| <b>Aye</b>     | X                   | X                      | X                         | X                    | X                                  | X                     | X                     | X                   | X                     |
| <b>Nay</b>     |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| <b>Abstain</b> |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| <b>Absent</b>  |                     |                        |                           |                      |                                    |                       |                       |                     |                       |

**R6. ADOPTION OF CODE OF ETHICS**

BE IT RESOLVED: That the Hawthorne Board of Education adopt the Code of Ethics for School Board Members as per N.J.S.A. 18A: 12-24.1 for the period January 6, 2026 through January 5, 2027.

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

**THE FOLLOWING PROFESSIONAL APPOINTMENTS/ITEMS ARE BEING RECOMMENDED FOR 2026:**

**R7. DATE AND TIME OF BOARD MEETING:**

BE IT RESOLVED: That the Hawthorne Board of Education will hold its regular monthly meetings at 7:00 p.m. on the following days unless otherwise noted:

| <b>Date</b>                                        | <b>Location</b>              |
|----------------------------------------------------|------------------------------|
| January 20, 2026                                   | Lincoln Middle School        |
| February 17, 2026                                  | Roosevelt Elementary School  |
| March 17, 2026                                     | Washington Elementary School |
| April 21, 2026<br>Regular/Tentative Budget Hearing | Jefferson Elementary School  |
| May 12, 2026                                       | Hawthorne High School        |
| June 23, 2026                                      | Hawthorne High School        |
| July 21, 2026                                      | Hawthorne High School        |
| August 18, 2026                                    | Hawthorne High School        |
| September 15, 2026                                 | Hawthorne High School        |
| October 20, 2026                                   | Hawthorne High School        |
| November 17, 2026                                  | Hawthorne High School        |
| December 15, 2026*                                 | Hawthorne High School        |
| January 5, 2027*<br>Reorg Meeting                  | Hawthorne High School        |

\*Meeting begins at 6:00 p.m.

**R8. ADOPTION OF BY-LAWS AND POLICY MANUAL:**

BE IT RESOLVED: That the Hawthorne Board of Education adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Board Secretary for the period January 6, 2026 through January 5, 2027.

**R9. DESIGNATION OF OFFICIAL NEWSPAPERS:**

BE IT RESOLVED: That The Herald News and The Bergen Record be designated the official newspapers of the Hawthorne Board of Education, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 6, 2026 through January 5, 2027.

**R10. BANK DEPOSITORIES:**

BE IT RESOLVED: That the Hawthorne Board of Education hereby designates the following banks as Depositories for the accounts as listed, for the period January 6, 2026 through January 5, 2027.

**Columbia Bank:**

The following accounts having authorized signatures of the President, Board Secretary and Treasurer of School Monies:

Payroll Agency Account #xxxxx6844  
Federal Unemployment Trust Fund Account #xxxxx6855  
Payroll Net Account #xxxxx6833  
General Board Checking Account #xxxxx6822  
Organ Donation Education Account #xxxxx7276  
Cafeteria Checking Account #xxxxx6866  
Flexible Spending Account #xxxxx6958  
SACC Account #xxxxx6969  
Summer Savings #xxxxx5164  
Referendum-Public Funds #xxxxx3372  
Thomas G. Phillips Memorial Scholarship Fund Account #xxxxx1552

The following account has authorized signatures of the Athletic Director, Board Secretary and Treasurer of School Monies (2 of 3 required):

Athletics Account #xxxxx6877

The following accounts having authorized signatures of the Building Principal, Board Secretary and Treasurer of School Monies (2 of 3 required):

Jefferson School Checking Account #xxxxx6925  
Lincoln School Checking Account #xxxxx6903  
Roosevelt School Checking Account #xxxxx6899  
Washington School Checking Account #xxxxx6914  
Hawthorne BOE Bear Cave Checking Account #xxxxx1695  
High School Checking Account -xxxxx3606  
High School Money Market/Savings Account - xxxxx9052\*

\*The comptroller of this fund is authorized to purchase certificate of deposits after conferring with the Business Administrator.

**Investments:**

The Board Secretary is authorized to use as depositories, for the purpose of short term investments, any banking institutions who are members of the FDIC or FSLDIC and provide a copy of eligibility to act as a depository for public funds under the Governmental Unit Deposit Protection Act.

**Wire Transfers**

The Business Administrator/Board Secretary is authorized to issue wire transfers from the general board fund account #xxxxxx6822 for the purpose of paying approved bills, payroll, and transferring funds for investments.

- R11. BE IT RESOLVED BY THE HAWTHORNE BOARD OF EDUCATION** that the facsimile signatures for President of the Board of Education, School Business Administrator and Treasurer of School Monies **be approved for use on all school warrants and checks as authorized on:**

**Columbia Bank****All Accounts**

And further, that a security procedure for use of said facsimiles shall meet with the approval of the Finance Chairperson.

- R12. ATTORNEY**

BE IT RESOLVED: That Fogarty, Hara, LaPira & Cherry LLC has the expertise and experience to provide professional services to the Hawthorne Board of Education;

BE IT RESOLVED: That the Hawthorne Board of Education appoints the law firm of Fogarty, Hara, LaPira & Cherry LLC as the board attorneys January 1, 2026 through December 31, 2026 at the following hourly rates:

\$185.00 Partner  
 \$165.00 Associate  
 \$125.00 Law Clerk  
 \$85.00 Paralegal

This appointment is made for the following reasons:

1. The fee structure submitted and contained in the proposal dated December 18, 2025 is most advantageous to the Board, price and other factors considered.
2. Experience, staff and resources necessary to perform the contract as demonstrated by their performance over a substantial period of time.
3. Reputation and responsibility of professional contractor based upon prior performances with the Board.

- R13. ALTERNATE BOARD SECRETARY**

BE IT RESOLVED: If the Board Secretary is unavailable the Hawthorne Board of Education hereby appoints the Superintendent of Schools as acting Board Secretary for the period January 6, 2026 through January 5, 2027.

- R14. RE-APPOINTMENT OF REPRESENTATIVE TO THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP:**

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Business Administrator/Board Secretary to the position of Representative to the Northeast County School Board Insurance Group for the period January 6, 2026 through January 5, 2027. The chairman of the finance committee will act as alternate if the Business Administrator/Board Secretary is unavailable.

**R15. AWARD OF CONTRACT FOR RISK MANAGER:**

BE IT RESOLVED: That the Hawthorne Board of Education maintain the executed agreement dated July 1, 2025 with The Vozza Agency, Inc. to serve as Risk Manager for a three year term commencing July 1, 2025 through June 30, 2028 concurrent with the Board's NESBIG membership.

**R16. APPOINTMENT OF QUALIFIED PURCHASING AGENT**

BE IT RESOLVED: That Sandy Vicale, School Business Administrator be Appointed as Qualified Purchasing Agent for the period January 6, 2026 through January 5, 2027.

**R17. APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED: That the Hawthorne Board of Education appoint the Business Administrator/Board Secretary to be designated Public Agency Compliance Officer for January 6, 2026 through January 5, 2027.

**R18. RE-APPOINTMENT OF REPRESENTATIVE ASSEMBLY/BOARD OF DIRECTORS FOR NORTHERN REGION EDUCATIONAL SERVICES COMMISSION (NRESC):**

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Superintendent of Schools to the position of Representative to the Board of Directors of the NRESC for the period January 6, 2026 through January 5, 2027. The Director of Education will act as alternate if the Superintendent of Schools is unavailable.

**R19. ADOPTION OF PETTY CASH FUND**

BE IT RESOLVED: That the Hawthorne Board of Education reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy, and

WHEREAS, The State Board of Education has amended N.J.A.C.6A:23-2.9, N.J.S.A. 18A: 19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

BE IT FURTHER RESOLVED: That the Hawthorne Board of Education, in the County of Passaic, New Jersey authorizes the establishment of the following petty cash funds in the amounts indicated below for the period January 6, 2026 through January 5, 2027.

| <b>Location</b>          | <b>Custodian</b>      | <b>Amount</b> | <b>Max. Single Expenditure</b> |
|--------------------------|-----------------------|---------------|--------------------------------|
| Hawthorne HS             | Principal             | \$250         | \$200                          |
| Lincoln MS               | Principal             | \$150         | \$100                          |
| Jefferson School         | Principal             | \$100         | \$ 50                          |
| Roosevelt School         | Principal             | \$100         | \$ 50                          |
| Washington School        | Principal             | \$100         | \$ 50                          |
| Athletic Department      | Athletic Dir.         | \$500         | \$100                          |
| Central Office           | Bus. Admin.           | \$200         | \$ 50                          |
| Special Programs         | Director of Sp. Prog. | \$100         | \$ 50                          |
| HS Guidance              | HS Principal          | \$100         | \$ 50                          |
| Life Skills – HHS        | Principal             | \$500         | \$100                          |
| Life Skills – LMS        | Principal             | \$250         | \$100                          |
| Life Skills – Elementary | Principal             | \$250         | \$100                          |
| Life Skills – Bear Cave  | Director of Sp. Prog. | \$375         | \$100                          |

Each primary signatory shall insure that:

- a. Petty cash funds are spent for budgeted items only.
- b. No single purchase for petty cash may exceed the max. single expenditure.
- c. Funds are not used to subvert the regular purchasing procedures.
- d. The checking accounts are to be reconciled on a monthly basis.
- e. Petty cash is distributed in check form with the signatures indicated above.
- f. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed.
- g. All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

**R20. APPOINTMENT OF BENEFIT AGENT**

BE IT RESOLVED: That the Hawthorne Board of Education appoints Brown & Brown Consulting Group as the Benefit Agent (dental and vision insurance plans) for the period January 6, 2026 through January 5, 2027 at no cost to the Board of Education.

**R21. APPOINTMENT OF SCHOOL MEDICAL EXAMINER**

BE IT RESOLVED: That Columbia University, New York, NY continue to provide the services of School Medical Examiner to the Hawthorne Board of Education for the 2025 – 2026 school year.

**R22. FEES FOR COPIES OF PUBLIC DOCUMENTS**

BE IT RESOLVED THAT THE Hawthorne Board of Education establishes a fee of \$.05 per letter sized page and \$.07 per legal sized page for the photocopying of public records. Electronic records are free of charge.

BE IT RESOLVED THAT the School Business Administrator be appointed as the Custodian of Records for the period January 6, 2026 through January 5, 2027.

BE IT FURTHER RESOLVED that where the nature, format, manner of collection or volume of a public record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the Board of Education may also charge a reasonable special service charge which shall be based on the actual direct cost of providing the copy, provided that advanced notice of the charge is furnished to the requestor before the charge is incurred.

**R23. APPROVAL OF ELECTRONIC HANDBOOKS**

BE IT RESOLVED: That all electronic handbooks be continued in effect until modified upon the recommendation of the Superintendent for the period January 6, 2026 through January 5, 2027.

**R24. READOPTION OF CURRICULUM**

BE IT RESOLVED: That all current written curriculum, courses, textbooks, workbooks and ancillary materials of the District, of the Hawthorne Board of Education, be adopted for the period January 6, 2026 through January 5, 2027 unless modified upon recommendation of the Superintendent.

**R25. APPOINTMENT OF POLICY SERVICE PROVIDER**

BE IT RESOLVED: That Strauss Esmay be appointed to provide Board of Education policy update Service for the period January 6, 2026 through January 5, 2027.

**R26. APPOINTMENT OF CONTINUING DISCLOSURE AGENT**

BE IT RESOLVED: That Phoenix Advisors be appointed as continuing disclosure agent for the period January 6, 2026 through January 5, 2027.

**R27. APPOINTMENT OF FIXED ASSET APPRAISAL FIRM**

BE IT RESOLVED: That Industrial Appraisal Company be appointed to provide fixed asset accounting control and insurance valuation services for the Hawthorne Board of Education for the period January 6, 2026 through January 5, 2027.

**R28. APPOINTMENT OF ENVIRONMENTAL CONSULTING FIRM:**

BE IT RESOLVED: That New Wave Consultants Inc. and Envirovision be appointed as environmental consulting agents for the period January 6, 2026 through January 5, 2027.

**R29. APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED: That the Director of Education be appointed as Affirmative Action Officer for Hawthorne Public Schools for the period January 6, 2026 through January 5, 2027.

**R30. APPOINTMENT OF THE FOLLOWING**

BE IT RESOLVED: That the Director of Facilities be appointed as follows for Hawthorne Public Schools for the period January 6, 2026 through January 5, 2027.

- 1) **Appointment of Asbestos Management Officer/Coordinator**
- 2) **Appointment of Safety & Health Designee and Re-adoption of Safety Security Plan**
- 3) **Appointment of Indoor Air Quality Designee**
- 4) **Appointment of Integrated Pest Management Coordinator and IPM Plan**
- 5) **Appointment of Right to Know Officer**
- 6) **Appointment of Chemical Hygiene Officer and Plan**
- 7) **Appointment of AHERA Coordinator**

**R31. APPOINTMENT OF 504 COMMITTEE COORDINATOR**

BE IT RESOLVED: That the Director of Education be appointed as 504 Committee Coordinator for the period January 6, 2026 through January 5, 2027.

**R32. APPOINTMENT OF ADA OFFICER**

BE IT RESOLVED: That the Director of Special Programs be appointed as ADA Officer for the period January 6, 2026 through January 5, 2027.

**R33. APPOINTMENT OF NEW JERSEY DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P) LIASON**

BE IT RESOLVED: That the Director of Special Programs be appointed as Department New Jersey Division of Child Protection and Permanency Liaison for the period January 6, 2026 through January 5, 2027.

**R34. APPOINTMENT OF HOMELESS LIAISON**

Approval of the Director of Special Programs as the Homeless Liaison for Hawthorne Public Schools effective January 6, 2026 through January 5, 2027.

**R35. APPROVAL OF LIAISONS FOR MISSING AND ABUSED CHILDREN:**

BE IT RESOLVED: That the following individuals be appointed Liaisons for Missing and Abused Children for the period January 6, 2026 through January 5, 2027.

Principal - Hawthorne High School  
Principal - Lincoln Middle School  
Principal - Jefferson School  
Principal - Roosevelt School  
Principal - Washington School  
Principal - Out of District Placements

**R36. APPROVAL OF TITLE IX OFFICER:**

BE IT RESOLVED: That the Director of Education be appointed Title IX Officer for Hawthorne Public Schools for the period January 6, 2026 through January 5, 2027.

**R37. APPROVAL OF TAX SHELTER INVESTMENTS**

BE IT RESOLVED: That the Hawthorne Board of Education approves the following companies as Tax Shelter Investment Companies for the period January 6, 2026 through January 5, 2027.

- Corebridge Financial (formerly Valic)
- Equitable
- Lincoln Investment LLC
- Lincoln National Life Insurance Company
- Metropolitan Life Insurance Company
- Security Benefit Group

**R38. APPROVAL CONTRACTS/JOINT SERVICES**

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes contracts or agreements to provide joint services with the Northern Region Educational services Commission for the period January 6, 2026 through January 5, 2027.

**R39. APPROVAL CONTRACTS/JOINT SERVICES**

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes contracts or agreements to provide joint services with the Sussex County Regional Cooperative as listed below for the period July 1, 2025 through June 30, 2026 as follows:

Special Education/Regular Education Transportation

**R40. APPROVAL OF PURCHASING COOPERATIVES:**

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes participation in the following purchasing cooperatives:

- Educational Data Services
- TIPS-USA (National Cooperative)

- Hunterdon County Educational Services
- Peppm Cooperative Purchasing (National Cooperative)
- Educational Service Commission of New Jersey (ESCNJ)
- Bergen County Cooperative
- NJ School Boards Assoc. Cooperative Pricing System
- OMNIA Partners National Cooperative (National Cooperative)
- Sussex County Regional Cooperative
- Northern Regional Services Commission
- Monmouth-Ocean Educational Services Commission (MOESC)
- North Jersey Wastewater Cooperative Pricing System (NJWCPS)

**R41. APPROVAL OF OBSERVATION/EVALUATION TOOLS**

BE IT RESOLVED: That the Hawthorne Board of Education approve the following observation/evaluation tools for the 2025/2026 school year:

Stronge Evaluation System – Teachers, Education Specialists, and Paraprofessionals  
Stronge Evaluation System – Principals, Vice Principals, Directors and Supervisors

**R42. APPROVAL OF PARLIAMENTARY PROCEDURES**

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the period of January 6, 2026 – January 5, 2027.

**R43. APPROVAL OF DOCTRINE OF NECESSITY**

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

#### **R44. APPROVAL OF TRAVEL AND RELATED EXPENSE REIMBURSEMENT**

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

WHEREAS, the Hawthorne Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$2,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$60,000.00 for all staff and board members.

**R45. APPROVAL OF GUIDE FOR STANDARD OPERATING PROCEDURES AND INTERNAL CONTROLS FOR THE 2025 – 2026 SCHOOL YEAR**

BE IT RESOLVED: That the Hawthorne Board of Education approve the Guide for Standard Operating Procedures and Internal Controls for the 2025 – 2026 School Year.

**R46. APPOINTMENT OF TREASURER**

BE IT RESOLVED: That Omar Garcia be appointed as Treasurer for Hawthorne Public Schools for the period of January 6, 2026 through June 30, 2026.

**R47. ATTORNEY**

BE IT RESOLVED: That Flanagan, Barone & O’Brien LLC has the expertise and experience to provide professional services to the Hawthorne Board of Education for matters pertaining to McKinney-Vento disputes on an as needed basis;

BE IT RESOLVED: That the Hawthorne Board of Education appoints the law firm of Flanagan, Barone & O’Brien LLC as the board attorneys January 1, 2026 through December 31, 2026 at the following hourly rates:

\$185.00 Partner  
\$165.00 Associate  
\$85.00 Paralegal

**Board of Education Roll Call Vote**

*Moved by Mr. Totaro, seconded by Mr. Carr*

*Board Comments: Dr. Vega inquired about R14. Mrs. Goff inquired about R47.*

|         | <u>Mr.<br/>Carr</u> | <u>Mr.<br/>Clavijo</u> | <u>Ms.<br/>Ehrentraut</u> | <u>Mrs.<br/>Goff</u> | <u>Ms.<br/>Mulkey-<br/>Koltzan</u> | <u>Mr.<br/>Puluse</u> | <u>Mrs.<br/>Spohn</u> | <u>Dr.<br/>Vega</u> | <u>Mr.<br/>Totaro</u> |
|---------|---------------------|------------------------|---------------------------|----------------------|------------------------------------|-----------------------|-----------------------|---------------------|-----------------------|
| Motion  | 2                   |                        |                           |                      |                                    |                       |                       |                     | 1                     |
| Aye     | X                   | X                      | X                         | X                    | X                                  | X                     | X                     | X                   | X                     |
| Nay     |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| Abstain |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| Absent  |                     |                        |                           |                      |                                    |                       |                       |                     |                       |

**PUBLIC BE HEARD:**

*As a reminder: When submitting questions or comments via email please be sure to include your **first and last name, address, and your question**. Thank you.*

**GENERAL COMMENTS AND QUESTIONS FROM THE BOARD RELATED TO SCHOOL DISTRICT:**

- Mr. Clavijo thanked the public and his family for their support and congratulated Mr. Totaro and Ms. Mulkey-Koltzan on their election as President and Vice President.
- Mr. Totaro thanked everyone for their support in his election to the Presidency, expressed his appreciation to Mr. Doyle for his service, thanked Mr. Clavijo for his dedication as Vice

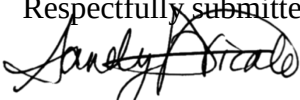
Presidency, welcomed Mrs. Spohn, and congratulated Ms. Mulkey-Koltzan on her election as Vice President.

**MOTION TO ADJOURN REORGANIZATIONAL MEETING: 7:21 p.m.**

**Board of Education Roll Call Vote**  
***Moved by Dr. Vega, seconded by Ms. Mulkey-Koltzan***

|                | <u>Mr.<br/>Carr</u> | <u>Mr.<br/>Clavijo</u> | <u>Ms.<br/>Ehrentraut</u> | <u>Mrs.<br/>Goff</u> | <u>Ms.<br/>Mulkey-<br/>Koltzan</u> | <u>Mr.<br/>Puluse</u> | <u>Mrs.<br/>Spohn</u> | <u>Dr.<br/>Vega</u> | <u>Mr.<br/>Totaro</u> |
|----------------|---------------------|------------------------|---------------------------|----------------------|------------------------------------|-----------------------|-----------------------|---------------------|-----------------------|
| <b>Motion</b>  |                     |                        |                           |                      | 2                                  |                       |                       | 1                   |                       |
| <b>Aye</b>     | X                   | X                      | X                         | X                    | X                                  | X                     | X                     | X                   | X                     |
| <b>Nay</b>     |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| <b>Abstain</b> |                     |                        |                           |                      |                                    |                       |                       |                     |                       |
| <b>Absent</b>  |                     |                        |                           |                      |                                    |                       |                       |                     |                       |

Respectfully submitted,



Sandy Vicale  
Business Administrator/Board Secretary